



LANDLORD / MANAGER'S STATEMENT

THIS FORM MUST BE COMPLETED BY YOUR LANDLORD OR RESIDENCE MANAGER.

Date: _____ Name of Tenant _____

Name of Apartment Complex (if applicable) _____ Apt.# _____

Address _____
Street City Zip Code

Are you related to the tenant? Yes No Do the tenant and landlord reside at the same address? Yes No

This rental unit is a (check one): House Apt. Duplex Basement Apt. Mobile Home Small Trailer Boarding Room

This rental unit is heated by (check one): Gas Electricity Steam Coal Wood Propane Fuel Oil

Monthly Rent the Tenant is Responsible for: \$ _____ Is the rent subsidized? Yes No

Does the Tenant work for part of the rent? Yes No If yes, how much? _____

Number of occupants residing in this rental unit: _____

Is either the gas or electricity in the tenant's name? Yes No If yes, which one? _____

I certify that what I have circled below accurately describes the tenant's circumstances regarding utility responsibility. Please circle one of the following:

THE TENANT IS ELIGIBLE FOR HEAT ASSISTANCE IF ONE OF THE FOLLOWING CIRCUMSTANCES (1, 2, or 3) APPLIES:

1. AS RECEIPTED, a portion of the rent money paid by the tenant is used to pay the cost of either their gas or electricity or both.
2. The above named tenant receives a utility allowance and the UTILITY ALLOWANCE IS SPECIFICALLY IDENTIFIED IN THE TENANT'S LEASE.
3. The following utilities are in my name, however, the TENANT IS RESPONSIBLE TO PAY THE UTILITY BILLS by paying it directly to me or otherwise negotiated:
Heating Utility Company _____
Other Energy-Related Utility Company _____
The reason the utilities are in my name is: (Circle one)
 - a. A City utility company has owners put utilities in the owner's name.
 - b. Tenants could not put the utilities in their name due to past-due bill, too large of a deposit, etc.
 - c. I prefer to know how large the bill is and that the bill is getting paid.
 - d. Other reason _____

THE TENANT IS NOT ELIGIBLE FOR HEAT ASSISTANCE IF ONE OF THE FOLLOWING CIRCUMSTANCES (4 or 5) APPLIES:

4. The above-named tenant's utilities ARE INCLUDED IN THE RENT, but NO portion of the rent money paid by the tenant is used to pay for utilities. THE RENT IS RECEIPTED IN AS RENT ONLY.
5. The above named RENTAL PROJECT receives a rental and utility subsidy from either HUD or Rural Development. THE RENTAL PROJECT, NOT THE TENANT, receives the rent and utility subsidy. The tenant does NOT pay any utility costs out of his/her own pocket.

I certify that the above information is true and correct to the best of my knowledge.

Landlord/Manager Signature

Landlord/Manager Name (please print)

Phone number

Date

For questions, please call the local HEAT Office: Name _____ @ ph: _____